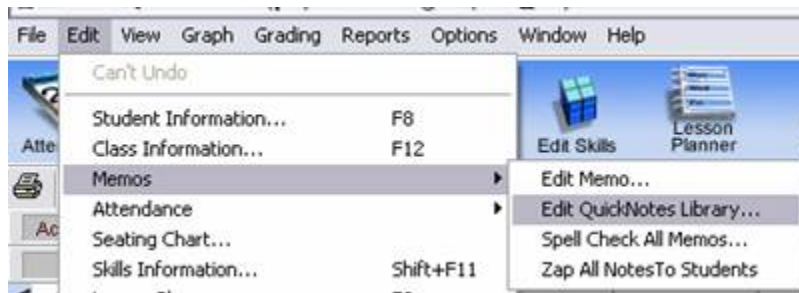


Using QuickNotes Library

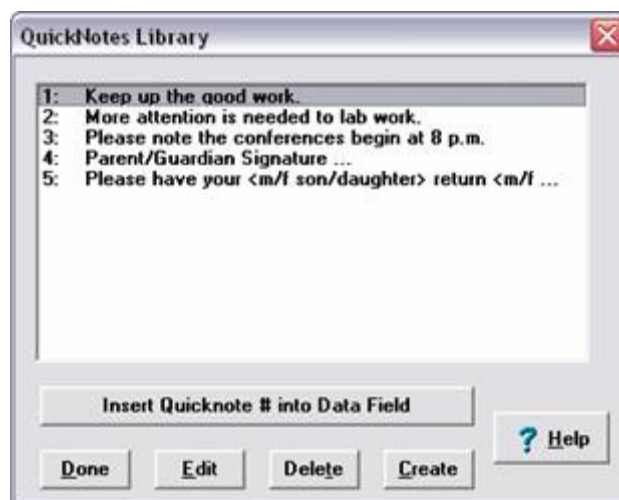
Select **Edit > Memo > Edit QuickNotes Library** if you wish to write notes that you expect to use frequently; for example, you may want to insert a certain remark into the personalized comments you are writing for several students' reports.



QuickNotes library

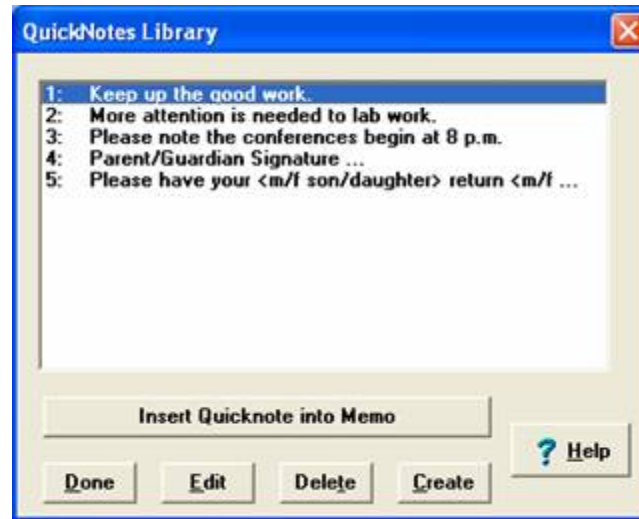
When the **QuickNote Library** is displayed, the notes you have created are listed.

- } **Create.** Click **Create** and a window will open a notepad for you to write the note.
- } **Edit.** Highlight the note you wish to change and click the **Edit** button to open the note for you to edit.
- } **Delete.** Highlight that note in the list and click **Delete**. You will be asked to confirm that you want to delete the note.
- } **Insert.** Highlight a note and click **Insert Quicknote # into Data Field**. There are two ways you can use this feature.
 - o If you have a **Student Information** field displayed on the spreadsheet, click in the field. Access the **QuickNotes Library**. Choose a QuickNotes and click the **Insert Quicknote # into Data Field** button. Insert the **QuickNote** number in a **Student Information** field.



Click the button to insert a QuickNote number into a student information field

- If you are writing memos, in the memo notepad, click **File > Insert Quicknotes**. Choose the note (text) you want to insert and click the **Insert Quicknote into Memo** button.



Click button to insert QuickNote text into a memo

Click the **Done** button when you are finished with **QuickNotes**.

- } Copy QuickNotes Library. If you want to create a library of **QuickNotes** to use in all of your gradebooks, create **QuickNotes** in one class gradebook. Then, choose **Gradebook to Gradebook Copy** to copy the **QuickNotes** to other gradebooks.